

KBI implemented very limited fingerprinting services (see schedule below). The applicant **must call** the KBI to schedule an appointment. These appointments will be 30 minutes in length to give us plenty of time to fingerprint and sanitize between applicants. We **will not** fingerprint an applicant if they do not have an appointment. KBI's protocol in place that we must follow.

Here are a few things to be aware of:

- The applicant will not be signing the fingerprint card.
- If the applicant takes the fingerprint card with them, the fingerprint card and waiver, if applicable, will be placed in a manila envelope and sealed.
- We have waivers available if the applicant fails to bring one.
- Applicants need to call the Ident duty line at **785-296-4038** to schedule an appointment. If not, one answers, they need to leave a message. This line is monitored daily.
- KBI charge a \$10 fingerprinting fee payable by check, money order or credit card. **WE DO NOT ACCEPT CASH.**
- The applicant will not be allowed to bring anyone in with them while they are being fingerprinted. Please pass this along.

We are currently taking appointments through May 1st. I will update everyone when an extended schedule is released.

Tuesday April 28th – 10:30 until 3:30, one person every 30 minutes

Thursday April 30th – 10:30 until 3:30, one person every 30 minutes

Friday May 1st – 10:30 until 3:30. One person every 30 minutes

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